

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
MARCH 11, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, March 11, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Dr. Frederic Siegelman of the Environmental Protection Agency led the meeting. The Agenda is shown in Attachment A. The List of Comments is shown in Attachment B. Action Items are shown in Attachment C. The List of Participants is shown in Attachment D. *The purpose of the meeting was to address items of importance identified in the Agenda.*

**INTRODUCTION**

Dr. Siegelman commenced the teleconference by taking attendance and reviewing the agenda.

**ANNOUNCEMENTS**

Dr. Siegelman announced that Mr. David Mendenhall, of the Utah Department of Health, will be the next Chair of the Quality Systems Committee effective at the end of the NELAC 8 Conference.

There are two member openings on this committee, one contributor and one voting member, that need to be filled. Several suggestions for candidates have been made, however no applications have been received. Dr. Siegelman will collate his notes for further discussion with Mr. Mendenhall.

**TOPICS OF DISCUSSION**

***Asbestos Report***

Mr. Mike Beard stated that the memo regarding the Asbestos appendix he received from Ms. Dawn Thomas, Chair for the American Industrial Hygiene Association (AIHA), has been forwarded to Ms. Silky Labie. There is concern by this Committee that the Asbestos Appendix is not the place for NELAC to recognize other asbestos accrediting bodies. This matter was sent to the Accreditation Process Committee for resolution at the direction of Ms. Labie because this is not a Chapter 5 issue. There has been no response to date. Ms. Labie, Mr. Beard, and Ms. Thomas will be attending the upcoming PittCon meeting and will have an opportunity to further discuss.

The deadline for completing the final version of the Asbestos appendix for NELAC 8 is April 01, 2002. Mr. Beard will schedule a teleconference for the Asbestos subcommittee. After the PittCon meeting, Mr. Beard will reconvene the Asbestos subcommittee to discuss Ms. Labie's advice. Before the NELAC 8 vote, Dr. Siegelman will ask Ms. Labie for the Board of Directors' perspective.

## **COMMENTS RECEIVED**

The Quality Systems Committee reviewed the comments received to date by the committee.

1 – In Mr. Clifford Glowacki's absence, Dr. Siegelman deferred this topic until the next teleconference.

4, 28, 47 – Mr. Hooper stated that it had been suggested that the language be generic in nature and include ICP. Also, the language regarding "less certainty" will be removed. It was determined that a glossary definition for "minimum quantification" is not required because "minimum" and "quantification" are already individually defined. The Quality Systems Committee agreed to go forward with Mr. Hooper's recommendations in the Standards for NELAC 8.

23 (C, D) – Mr. Hooper requested that the Quality Systems Committee carefully review these items regarding the issue of using continuing calibration for quantification as opposed to the original curve. The document needs to be consistent.

23 E – It was determined that language stating that data will not be provided without suitable data qualifiers needs to be added and that there should be an effort to rerun samples. It was suggested by Mr. Hooper and agreed by this Committee to use the proposed wording regarding "corrective actions performed and other samples "reanalyzed."

23F – Dr. Siegelman is editing the language and will forward his draft to the Quality Systems Committee for review.

40 – The Committee reviewed this response; however, it was agreed that more work is required by Dr. Siegelman before finalizing it.

41 – Dr. Siegelman is continuing his work on this item.

## **NEXT MEETING**

The next teleconference is scheduled for March 25, 2002, at 1:00 p.m., EST.

## **ADJOURNMENT**

There was no time available to discuss the entire agenda and those remaining items will be discussed at the next scheduled teleconference. Dr. Siegelman adjourned the meeting.

**AGENDA  
QUALITY SYSTEMS COMMITTEE MEETING  
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1. Introduction
2. Announcements
3. Topics of Discussion
  - a. Asbestos Report
  - b. Comments Review
  - c. Integrity
4. Old Business
5. New Business
6. Next Steps
7. Adjournment

**LIST OF COMMENTS  
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1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration is done.
18. Question from On-Site committee.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC and other Asbestos Accrediting Authorities.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
24. Comments on PBMS draft.
25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
27. Quality Manual Detail.
28. Language change to proposed one standard calibration text.
29. Language change to proposed PBMS text.
30. Editorial changes to 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Sanitizing Funnels.

36. Terms and Definitions.
37. Uncertainty.
38. Small Labs.
39. Cross reference NELAC 2000 and 17025.
40. Client Notification.
41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
42. PQL/RL EPA guidance and NELAC standard relationship.
43. Change to subcontracting text in proposed ISO 17025 Draft.

**ACTION ITEMS  
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<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Report on NELAP AA teleconference (Siegelman)	03/11/02
2	Distribute committee nominations to QS Committee (Siegelman)	ASAP
3	Federal/State Committee replacements questions (Siegelman)	ASAP
4	ISO-17025 Glossary of Terms to Boros-Russo (Glowacki)	ASAP
5	Redraft and distribute text language re Integrity issue (DiRenzo)	03/25/02
6	Send terms, definitions, references to Weymouth (Committee)	ASAP

**LIST OF PARTICIPANTS  
QUALITY SYSTEMS COMMITTEE MEETING  
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